

Accessing the Online Child Nutrition Program Report

1. Go to <http://fns.dpi.wi.gov/>. Click on the “Online Services” button. See circled item below.



2. Click on the “Online Services Log-in” button on the next screen that appears.



3. Select "School Programs Child Nutrition Report" from the drop down box.

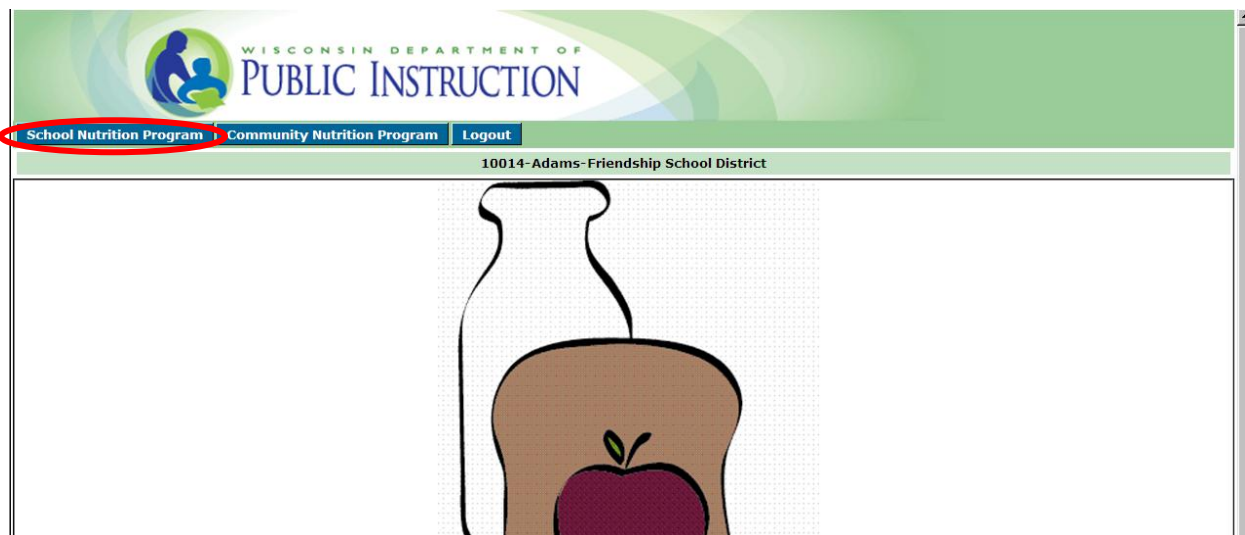
The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the department's logo and name. A navigation bar at the top contains links for Home, Parents & Students, Schools & Educators, Libraries, and Data & Media. A left sidebar menu lists various resources including FNS Home, Hot Topics, Grants, Training, 2010 Child Nutrition Reauthorization, Index, Personnel Directory, Program Statistics, Online Services, Social Media, and Email Us. The main content area is titled "Wisconsin Child Nutrition Programs Online Services". A red banner announcement states: "Internet claiming is now available. Our next processing date will be July 2nd with a pay date of July 15th." Below this, there are three main service buttons: "Online Services Log-in", "USDA Foods Ordering System", and "Verification Summary Report". Under the "Online Services Log-in" button, a list of services is displayed, including "Contracts and Claims", "At-Risk/Emergency Shelter Claim", "School Programs Annual Financial Report", "School Programs FNS-10 Report", "School Programs Child Nutrition Report" (which is circled in red), and "School Programs Paid Lunch Price Report".

4. Enter the six digit agency code and password on the online services log-in screen. Note: Same agency code and password is used for all online services (claims, reports, and USDA Food orders). Click the “submit” button.

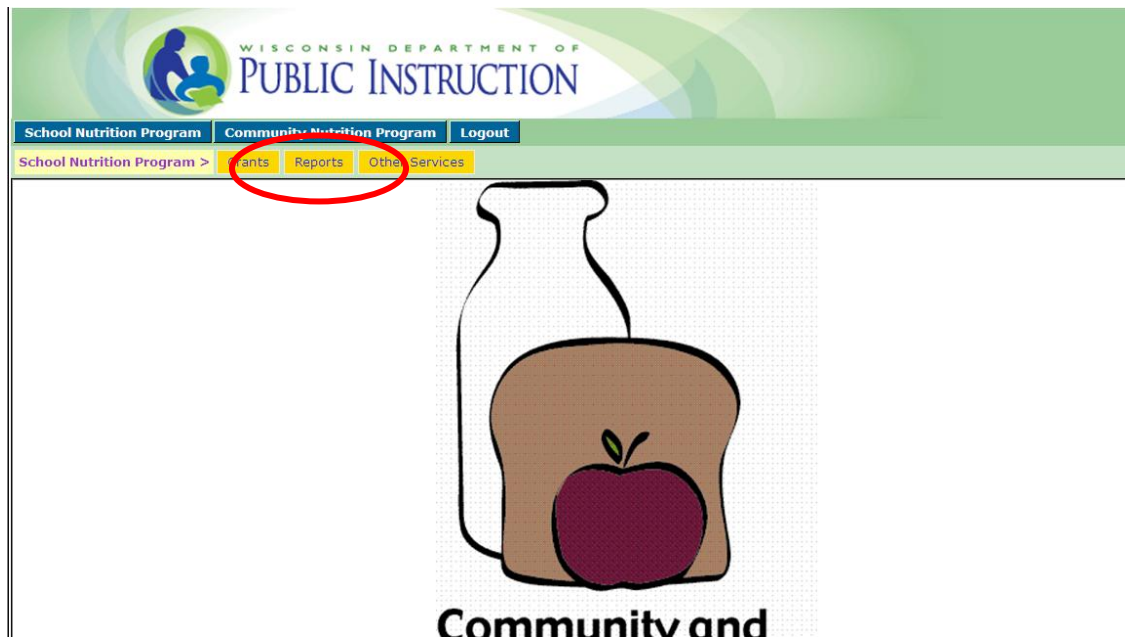


The screenshot shows the login interface for the Wisconsin Department of Public Instruction's Child Nutrition Programs. At the top is a banner with the department's logo and name. Below this is the title "Wisconsin Child Nutrition Programs" and a welcome message. The main content area contains a login box with a graphic of a milk carton and an apple on the left. On the right, there is a button labeled "Online Services Log-in", followed by input fields for "Agency Code" and "Password", both of which are circled in red. A "Submit" button is located at the bottom of the login box.

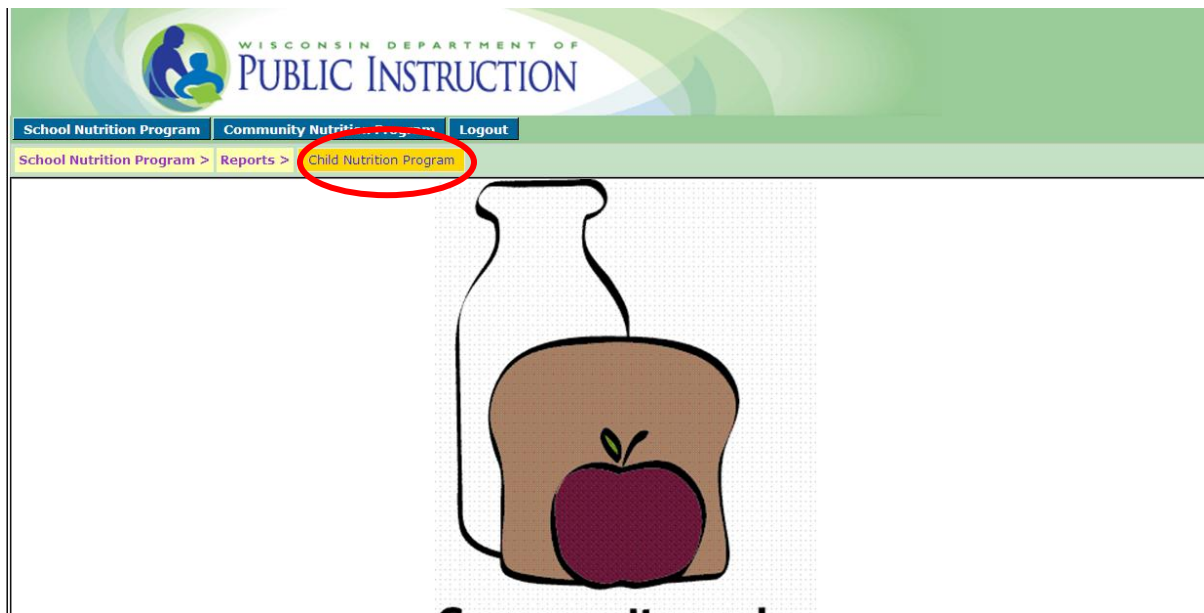
5. Click on the “School Nutrition Program” link that will appear at the top of the screen.



6. Click on "Reports".



7. Select "Child Nutrition Program".



8. Select the school year from the drop down box and click “Retrieve”.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

Child Nutrition Program Report
Report Parameter
10014-Adams-Friendship School District

Select Year for which you want to display information

Select Report Year 2011 - 2012

RETRIEVE

Home

Local intranet

9. Access pages of the report by clicking on the side arrows to the left of the page numbers. Use the “Back” button to view Child Nutrition Reports from other school years. Note: The report cannot be modified on the screen or electronically in the system.

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School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

1 / 2 Main Report 100%

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School Nutrition Team, PO Box 7841, Madison, WI 53707-7841

10. To **save** report in PDF or other available formats, click on the ‘Export this Report’ icon circled in red below.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

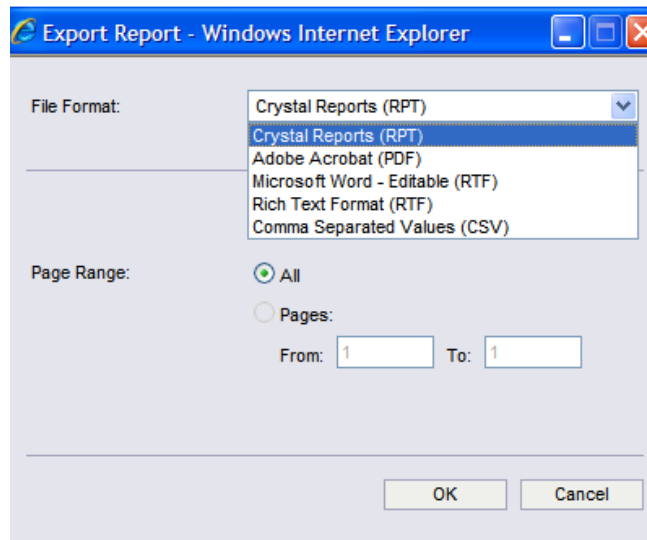
School Nutrition Program Logout

School Nutrition Program > Reports > Child Nutrition Program

1 / 2 Main Report 100%

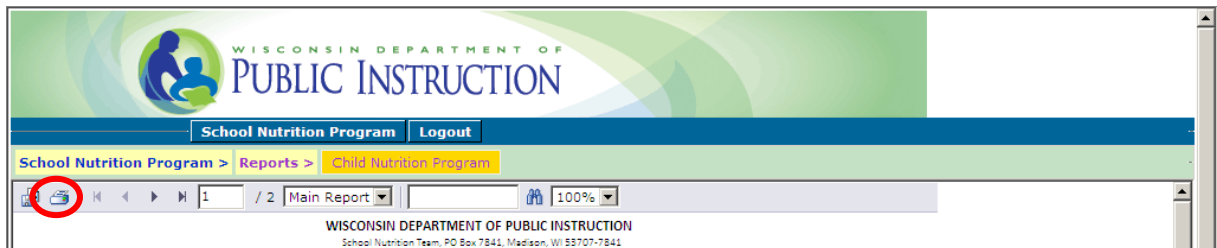
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
School Nutrition Team, PO Box 7841, Madison, WI 53707-7841

Select the file format from the drop down box and the pages you want to save and then click “OK.”

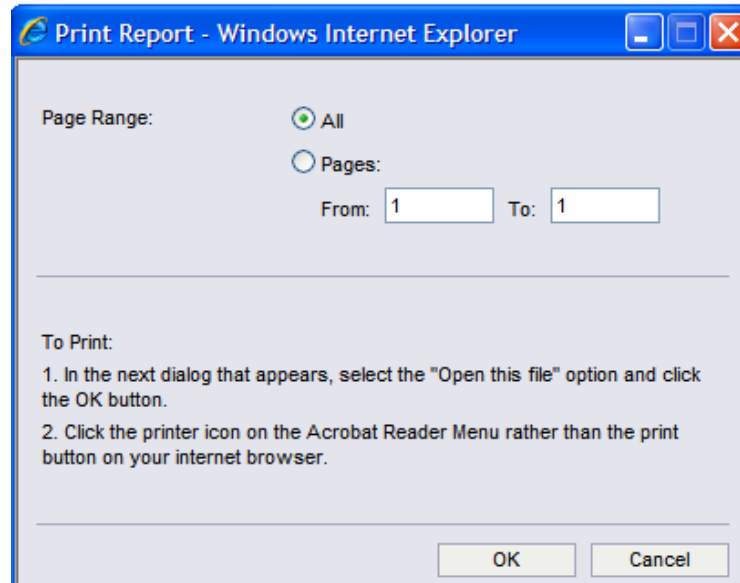


The image shows a dialog box titled "Export Report - Windows Internet Explorer". It has two main sections. The first section is labeled "File Format:" and contains a dropdown menu with the following options: "Crystal Reports (RPT)", "Adobe Acrobat (PDF)", "Microsoft Word - Editable (RTF)", "Rich Text Format (RTF)", and "Comma Separated Values (CSV)". The second section is labeled "Page Range:" and contains two radio buttons: "All" (which is selected) and "Pages:". Below the "Pages:" radio button are two input fields labeled "From:" and "To:", both containing the number "1". At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

11. To **print** report click on the “Print” icon.



A pop up box will appear and you can select the pages you want to print. Then click “OK.”



Another pop up box will appear asking whether you want to open or save the file. Select “Open.” Then click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

12. To exit system, use the “back” button arrow on the browser to return to the first screen and click on “logout” on the menus.

